



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

RESOURCE MANAGEMENT ANALYST I

Job Number: 20001508

Job Code: 73200V000101

Job Group: 7300 - INFORMATION MANAGEMENT SYSTEMS

Job Established: 07/01/1993

Job Revised: 06/16/2009

Grade: 12 Salary (MIN - MID):

\$14,938-\$19,789 - Hourly

\$2,427.44-\$3,215.72 - 37.5 Hr. Monthly Salary

\$2,589.26-\$3,430.10 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Under general supervision, assesses information, technology, training and communications needs of the agency. Familiarizes self with and monitors developments in agency's mission, goals and objectives, and is knowledgeable concerning the agency budget. Assists in planning, organizing, and managing information resources in support of the agency's mission. Acts as liaison between the business/programmatic functions of the agency and the information systems function; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree.

EXPERIENCE:

Must have one year of systems analysis, business administration, or public administration experience.

Substitute EDUCATION for EXPERIENCE:

Related technical or vocational training will substitute for the bachelor's degree requirement on a year for year basis. A master's degree in computer science, business or public administration will substitute for the experience requirement.

Substitute EXPERIENCE for EDUCATION:

Experience in computer programming, systems analysis, information services, research and statistics, business administration, or public administration will substitute for the bachelor's degree requirement on a year-for-year basis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Assists program managers in determining information and data requirements and communicates those needs to information systems staff. Facilitates problem resolution between programmatic staff and information systems staff. Analyzes alternatives for collection, manipulation, storage, retrieval and dissemination of information, and develops recommendations accordingly. Works closely with agency records officer to ensure that information systems are managed in accordance with public records laws. Assists with development of the agency information resources plan. Serves as a resource to agency management during evaluation and monitoring of information technology projects. Assists with procurement review. Assists with preparation of information for presentation to agency executives. Reviews proposed legislation for impact on agency information systems. Promotes use of statewide information resource management guidelines and technology standards. Recommends to supervisor opportunities for sharing information resources through the development of inter departmental systems.

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Incumbents working in this job title typically perform duties in an office setting.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.